

# **State Transitional Business and Administrative Technician- A Career Change Process for State Employees in Administrative or Office Support Occupations**

## **Q: Who is eligible?**

- Current, classified employees with status who possess considerable administrative or office support experience.

## **Q: What is the purpose of this process?**

- The State Transitional Business and Administrative Technician process can be used to facilitate career movement from an administrative or office support classification to a business-related technician classification. This can be used when the appointment to the technician classification would result in the employee losing pay because they do not possess the experience requirement for the experienced or the advanced-level technician classification.

## **Q: How does this process work?**

- The employee in a higher-level administrative support position applies for and is appointed to a Business and Administrative technician position at the pay level of the position being departed. After satisfactorily completing the minimum training period, (typically not more than two years), the employee may be reclassified to the new technician classification at the appropriate level. Or, the employee will remain in the State Transitional Business and Administrative Technician classification until the requirements for the new classification are met.

## **Q: What happens to pay?**

- The employee will keep their current rate of pay while classified as a State Transitional Business and Administrative Technician under two conditions:
  - 1) It must be less than the maximum of that pay range, and
  - 2) It must be less than the maximum of the classification in which the employee will ultimately be classified.

If the employee is paid more than the maximum of the State Transitional Business and Administrative Technician classification or the maximum of the classification into which the employee will be moved, the employee will be paid the lesser of the two rates.

*More on the State Transitional Business and Administrative Technician Process... →*

**Q: What would happen during a RIF?**

- In a Reduction in Force (RIF), an employee entering the State Transitional Business and Administrative Technician classification from a classification with a higher employment preference level would maintain their employment preference rights from their former classification and level.

**Q: How does the State Transitional Business and Administrative Technician process help employees?**

- The State Transitional Business and Administrative Technician process can help employees with considerable administrative or office support experience move into a new business-related technician classification without losing pay or employment preference rights. For example, an employee could switch careers from a Secretary 10 to a Personnel Management Technician 10. Without the State Transitional Business and Administrative Technician process, the employee would have to have two years of experience as a Personnel Management Assistant 9 or one year of experience as a Personnel Management Technician E9 before they could make this change. The employee may also lose pay and employment preference rights in the process.
- With the State Transitional Business and Administrative Technician E9 process, the employee would enter the new field as a State Transitional Business and Administrative Technician. After completing one year of satisfactory service, the employee could be reclassified to the Personnel Management Technician 10, and would have maintained their employment preference rights and, in most cases, their pay rate from their previous Secretary 10 level throughout the entire training period.

**Q: Questions?**

- If you have questions about this information, or would like to schedule an appointment with one of our Lansing Office career planning consultants, call (517) 373-3030 or 1-800-788-1766; or contact the Civil Service Detroit Regional Office at (313) 456-4400.